SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS

Authority to Offer an Existing Course

BHSU	College of Education / Physical Education
Institution	**Division/Department**

Pamela Caminez — **Institutional Approval Signature**

Click here to enter a date. 12/23/25 — **Date**

1. **Is this a request to offer an existing common course or an existing unique course (approval will change course status from unique to common)?**

Common Course	☒
Unique Course	☐

2. **Provide the complete description as it appears in the system database including pre-requisites and co-requisites.**

Prefix & No.	Course Title	Credits
PE 200	Professional Preparation: Fitness Knowledge and Skills	1

Course Description
Professional Preparation: Fitness Knowledge and skills necessary to enable students to lead, analyze, and prescribe improvements for skills and activities which are part of lifetime fitness development.

Pre-requisites or Co-requisites (add lines as needed, make sure to copy boxes in Pre-req and Co-req cells)
None

3. **Universities currently offering this course, <u>or any equated courses</u> (*place an "X" in the appropriate boxes*):**
Please consult any universities indicated below, and attach correspondence with the campus response. Communication and approval should include the Provost's office at the universities currently offering the course.

☐ BHSU ☐ DSU ☒ NSU ☐ SDSMT ☐ SDSU ☒ USD

4. **Does Offering the Course Create FTE Implications? No**

If no, Replacement of PE 204: Professional Preparation: Rhythm and Dance (1 cr.) (deletion form attached)
(prefix, number, name of course, credits)
Effective Date of Deletion: 8/24/2026

5. **Does Offering the Course Create Schedule Management Implications?** No
   Explain: PE 200 (1 cr.) will replace PE 204 (1 cr.)

6. **Existing program(s) in which course will be offered:** B.S. Physical Education; PE Minor

7. **CIP Code for the course:** 360108

8. **Is the university currently authorized to use the course prefix (i.e., the prefix is used for a minimum of 6 courses, not counting x9x courses)** (*Yes or No*)? Yes

   If the university is <u>not</u> authorized to use the current prefix, please indicate the prefix your university will use for the course, which will be equated to the requested course. The university must be approved to use this prefix.:
   (Note: If the institution wishes to offer the course with the current prefix, but is not authorized to do so, AAC Guidelines Form 2.4.1.H – New Prefix Request Form must be submitted along with this request.)

9. **Proposed instructional method by this university:** R-Lecture

10. **Proposed delivery method by this university:** Face-to-Face (B01)

11. **University Dept. Code:** College of Education

    Banner Department Code: BSCE

12. **Authority to offer effective beginning in what term?** Fall 2026

13. **Section Restriction:** None

Moore, JarrettD

From: Shortt, Chelsee A
Sent: Monday, November 17, 2025 12:05 PM
To: Derby, Breon
Subject: [EXT] Re: Request to offer course

Hi Bre,
I just sent requests out today too :)
Yes, I approve!
Let me know if you need anything else from me.

Chelsee Shortt, Ph.D.
Assistant Professor of Human Performance and Physical Education
Chair, Department of Sports Sciences
Faculty Athletic Representative
Millicent Atkins School of Education
605-626-2614 Office
605-622-0464 Mobile Office
chelsee.shortt@northern.edu
Barnett Center 132D

northern.edu

Northern State University
1200 S. Jay St., Aberdeen, SD 57401

From: Derby, Breon <Breon.Derby@bhsu.edu>
Sent: Monday, November 17, 2025 1:03:23 PM
To: Shortt, Chelsee A <Chelsee.Shortt@northern.edu>
Subject: Request to offer course

CAUTION: This email originated from outside of NSU. Do not click links or open attachments unless you recognize the sender and know the content is safe. DO NOT provide your username and password.

Hi Chelsee!

I hope all is well! We are updating our curriculum and are requesting to use the following common course from NSU:

NSU: PE 200 Professional Preparation: Fitness Knowledge and skills necessary to enable students to lead, analyze, and prescribe improvements for skills and activities which are part of lifetime fitness development. (1 credit) (common course)

Please let us know if there are any objections!

Thank you,
Bre

DR. BREON DERBY
Associate Professor
NCAA Faculty Athletic Rep
School of Education
Black Hills State University

P: 605.642.6977 | **E:** breon.derby@BHSU.edu
www.BHSU.edu

She/Her/Hers (why I share my pronouns)

From: "Knutson, Kelly" <kelly.knutson@usd.edu>
Date: December 5, 2025 at 10:54:38 AM MST
To: "Derby, Breon" <Breon.Derby@bhsu.edu>
Subject: Re: [EXT] Re: Course approval

Ugh! Sorry I asked if I needed to respond and they said no that one of them would.

I don't have a problem with it and they said they didn't either. So you go girl!!!

Thank you for asking and I apologize that no one got back to you. Have a great weekend!

Kelly

Kelly B. Knutson

> On Dec 5, 2025, at 8:53 AM, Derby, Breon <breon.derby@bhsu.edu> wrote:
>
> Hi Kelly!
>
> I never did get a response from anyone for this course request :). Please let me know!
>
> B
>
> **DR. BREON DERBY**
> Associate Professor
> College of Education
> NCAA Faculty Athletic Rep
> Black Hills State University
>
> **P:** 605.642.6977 | **E:** breon.derby@BHSU.edu
> www.BHSU.edu
>
> > On Dec 1, 2025, at 6:09 PM, Knutson, Kelly <kelly.knutson@usd.edu> wrote:
> >
> > Sounds good, I sent an email to Robin and Dan. Hopefully one of them will respond. I don't see it being a problem if it's a common course. Hope you are doing well and winding down the semester. If you don't hear anything, please let me know and I will ask again.
> >
> > Kelly

Kelly B. Knutson

> On Dec 1, 2025, at 3:58 PM, Derby, Breon <breon.derby@bhsu.edu> wrote:
>
> Hey girlfriend!
>
> Usually it's PETE faculty, but it is different at every institution :). It's a common course (all SDBOR universities can offer it)—— it is always a courtesy to ask for any objections/concerns from other PETE faculty currently utilizing the course before we offer it! Once you talk to whoever you need to, I would just need an email saying you approve (or not w/objections)! Thanks so much!
> B
>
> **DR. BREON DERBY**
> Associate Professor
> College of Education
> NCAA Faculty Athletic Rep
> Black Hills State University
>
> **P:** 605.642.6977 | **E:** breon.derby@BHSU.edu
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>
> > On Dec 1, 2025, at 2:45 PM, Knutson, Kelly <kelly.knutson@usd.edu> wrote:
> >
> > Hi Breon,
> >
> > Being the new person and not understanding how all this works. I sent this to my Associate Dean and did not hear anything back. He was out all last week. Is this something I approve or does the University have to approve it. I asked another faculty member, and they said I should ask first.
> >
> > I will try to find out for sure if I am able to give approval.

Kelly

Kelly B Knutson
Division of TRE
School of Education
Room 218D, Delzell Education Building
University of South Dakota
Phone: 605-658-6651
Kelly.Knutson@usd.edu

From: Derby, Breon <Breon.Derby@bhsu.edu>
Date: Monday, December 1, 2025 at 3:20 PM
To: Knutson, Kelly <kelly.knutson@usd.edu>
Subject: Fwd: Course approval

You don't often get email from breon.derby@bhsu.edu. Learn why thi

Hi Kel! Hope you had a great Thanksgiving! Can you take a look at my course request and let me know if you approve?! Thank youuuuu!

DR. BREON DERBY
Associate Professor
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Black Hills State University

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Begin forwarded message:

> **From:** "Derby, Breon" <Breon.Derby@bhsu.edu>

Date: November 21, 2025 at 2:16:08 PM MST
To: "Knutson, Kelly" <kelly.knutson@usd.edu>
Subject: Course approval

Kelly! I hope you are doing great—- I just saw Klungseth at SHAPE in Brookings and I was talking about missing you!

I am emailing to request approval for BHSU to use common course PE 200. NSU also offers the course and they didn't have any issues. Please let me know if you approve!

Talk soon,
Bre

DR. BREON DERBY
Associate Professor
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